

**Derby, Monica**

**From:** Derby, Monica  
**Sent:** Monday, September 12, 2016 12:39 PM  
**To:** Reed, Scott  
**Cc:** Derby, Monica  
**Subject:** Sala Naambwe Follow-Up

Monica Derby, BJ Motley, Tom Zuraff, David Hillberg and Gary Loger met with Sala Naambwe in Human Resources to discuss the grievance that she filed.

I began by informing Sala that BJ and I have spent much time on her concern and have conducted a thorough investigation

- BJ asked Sala to explain her grievance, as he was not down here when I spoke with her:
  - Sala expressed that she was working by herself Monday on Arby's and on Wednesday they had 4 people
  - She asked for help but others had been sent home
    - Reviewed payroll for 8/22:
      - 7 people on leave
      - 9 people with .3 hours less and 1 person with 1.3 hours less than Sala
  - Sala feels there is no respect, wants to be treated the same
- Reviewed Seniority List
- Reviewed Department Openings
- Safety - Use of hooks or stands
- Outcome/Findings
  - Respectful Communication Discussions/Training with Managers, Leads and Union Stewards
  - Open Work Assignments
    - Dave and Gary will work to implement open work assignments on Monday (BJ recommendation)
  - Address issues at department level, as unable to fix if unaware of issue
    - Bring concerns to Dave Hillberg, Gary Loger or Tom Zuraff
- Concluded
  - Sala had no questions or further concern
  - BJ had no questions or further concern

I thanked everyone for coming down.

Monica Derby, MSAS  
Human Resources Manager

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